## GENERIC RISK ASSESSMENT FORM

Department: Huncoat	Site: Clayton Park	Bakery		Reference No:				
Activity		People at F	Risk:					
Department measures for the prevention of Coronavirus contam	nination between	All Staff in the department						
staff								
Assessor(s): R. Wright			Date: 21/05/2020	Review Date	21/06/2020			
Accidents / Incidents in Previous 12 months: NIL								

Hazard, Hazardous Event and Expected Consequence Control Measures		efore rol	Control Measures			l Risk ontrol ires	Additional Measures Required	Residual Risk After Additional Measures			Addition al Measure s Actioned	
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Staff with Coronavirus entering the dept.	4	4	16	All staff are checked on entry to the site for temperature; any person with a temperature 37.8C or above is sent home to self- isolate.	2	4	8					
Contamination when entering or leaving the dept. start/end of shift/breaks	3	4	12	Site Manager/Supervisors control the flow of staff through the changing room allowing only one person into a section at a time. Staff are controlled for distancing whilst waiting for entry.  Staff breaks are staggered to allow better	1	4	4	Review re re-entry following breaks Breaks are staggered so reducing the numbers entering the building after breaks				
Infection/contamination due to the lack of social distancing when working in the site.	3	4	12	Low Risk Production Oddy Line & bread plant line - Operator working positions allow for sufficient spacing between staff	2	4	8	This is still an issue; the managers are constantly briefing staff to social distance.				

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	Mono Mixers –One person operation	
	Oven loading- sufficient spacing between the operators.	Ensure control of staff taking breaks outside/using the smoking point.
	Cake prep room -one person working in the room; sufficient space for 2 staff when required.	Social distancing is being observed and controlled at the smoking point
	High Care Production	Monitored by supervisors
	Flow wrap line operator positions allows 2 metre spacing between operatives	
	Oven operatives removing products from the ovens have a minimum 2 metre space around them.	Monitored by supervisors
	Knocking out tables distancing doubled for face to face work with extra tables	
	All production staff wash hands on a 30 minute rota organised by line leader.	
	All contact surfaces/controls sanitised on 30 minute rota.	
	Cake production	Controlled By floor managers but
	Staff working face to face on cake tables have a minimum of 1 metre between them. Where possible tables are doubled together to increase the distancing.	this still needs a tighter control
	Office Areas	Entry and use of office space is still
	A number of staff are working from home allowing good spacing throughout the offices.	on occasions down to 1 metre distance due to the size of the office and number of staff needing to use the office facilities
	Sanitiser available at office entrance doors	
	Regular cleaning of frequently contacted surfaces in the offices & corridors.	
	All meetings held over conference calls.	

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				Warehouse  2 staff work in separate aisles; only one person in the office area at any time.				In Place				
				No close contact with delivery drivers; no paperwork signing. FLT controls sanitised before use.								
				<u>Canteen</u>								
				Table removed from the canteen- 4 chairs in place with floor markings for distancing.				All in place				
				Sanitising facilities in place for entry into canteen								
				Sanitising wipes placed for vending machine cleaning before use.								
Contamination from hands and from touching face.	3	4	12	Regular hand washing/changing of disposable gloves continues as per food hygiene standards.	2	4	8	All in place				
				Staff instructed through Food Safety training not to touch their face and to wash hands immediately if they do.								
Contamination from workwear	2	4	8	All workwear coats/trousers are changed at the end of the shift and sent for laundering.	2	4	8	Additional coat hooks to be installed with numbering system to reduce the risk of contamination from contact.  Done	1	4	4	
Vulnerable staff exposure to risk of infection/contamination from close contact with other staff	4	5	20	No vulnerable staff identified on this site	1	5	5					

Additional Measures Required	Responsibility	Completion Date	Completed	Communicated	
				to Staff	
Extra coat hooks in changing rooms for workwear to reduce the risk of contact		12/04/20	12/04/20	12/4/20	
	Site/JHM				
Controls for staff returning from breaks		10/04/20	8/4/20	8/4/20	
	site				

Likelihood 1 - Very Unlikely 2 - Unlikely 3 - Fairly Likely 4 - Likely 5- Very Likely

Consequences 1 - No injury 2 - Minor Injury 3 - Moderate Injury 4 - Major Injury 5 - Death

Risk Ratings 1 – 8 Low Risk 9 – 15 Medium Risk 16 -25 High Risk